



Policy Number: 36 Effective: March 16, 2015 Revised: September 18 th , 2017
Subject: Human Resource Records

PURPOSE:

Camden County Developmental Disability Resources (CCDDR) shall have a human resource file for each employee, intern, and volunteer. The record is the property of the CCDDR and is maintained for the benefit of the employees, interns, and volunteers.

POLICY:

CCDDR will maintain the security and confidentiality of human resource files and safeguard the information contained in the files against loss, tampering, or use by unauthorized persons. The content and format of human resource records are standardized according to CCDDR procedures and CARF guidelines:

- Employment/Volunteer/Internship Forms (application, resume; references; background checks; copies of driver’s license; copies of Social Security card, insurance information; employment, volunteer, or intern status; and employee, volunteer, or intern acknowledgement forms)
- Pay Changes/Volunteer Changes/Intern Changes (W-4, payroll deductions, notices of pay changes, and notices of volunteer or intern changes)
- Performance (appraisals and disciplinary actions)
- Training and Certifications

The single official record (SOR) for each employee, intern, and volunteer shall be maintained by the Human Resource Officer in a locked file cabinet within the administrative office of CCDDR. Keys to said file cabinet shall be maintained by Human Resource Officer and the Executive Director. The SOR shall contain separate sections for each aforementioned category. Employees, interns, and volunteers shall have the right to examine their SOR after making a written request to their immediate supervisor, the Human Resource Officer, or the Executive Director. SOR viewing shall be in the presence of the Human Resource Officer or Executive Director. Employees, interns, and volunteers may make copies of certain elements of their own file with permission for their personal records. No original documents shall leave CCDDR’s facility. Employee, volunteer, or intern records or information shall not be communicated to

third-parties unless doing so is allowed by law or the employee, volunteer, or intern signs a written authorization for CCDDR to do so. The written authorization shall specifically identify the third-party to whom records or information are to be communicated.

Former employees', volunteers', and interns' human resource records will be kept for a minimum of 7 years or whatever the applicable minimum is by Federal or State law in a secure, climate controlled storage facility maintained by CCDDR.

REFERENCES:

- Division of DD and SB40 Standardized Filing Guide
- SB 40 Records Retention Schedule, MO Secretary of State's Office
- CARF Standards Manual, Section 2B